

MS Office Suite

A dynamic series designed for new hires, emerging leaders, new supervisors, anyone who wants to improve their Microsoft skills



MICROSOFT EXCEL TIPS & TRICKS

In this engaging workshop, taught by in-house computer expert Kyle McCloud, you will learn valuable tips, tricks, and techniques that will transform an ordinary spreadsheet program into one of the most powerful tools in your business arsenal.



MICROSOFT POWERPOINT

PRO TIPS FOR DYNAMIC PRESENTATIONS

Present with power...Powerpoint that is! In this essential program, you will learn insiders secrets and professional tricks and strategies that will give your presentations the extra 'WOW' effect that will make an impact.



MICROSOFT WORD SUPREMELY USEFUL FEATURES, SHORTCUTS

This training will prepare participants for any kind of document. Uncover hidden shortcuts & strategies to creating reports, newsletters, tables, charts, and articles in Microsoft Word.



MICROSOFT OUTLOOK EMAIL, MEETINGS & CALENDAR FEATURES

This training will provide the shortcuts, tips, and strategies to make the most out of Microsoft Outlook. Simplify and streamline your work, boost productivity, schedule a calendar for important meetings and events, manage contacts, create and execute a to-do list, manage mail, and more.

CALL TODAY!

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